

**Saturday,
November 18, 2023
3:00 to 8:00 p.m.**



Enjoy a magical holiday evening of shopping, music, entertainment, and food, in historic downtown Smithfield along Main Street.

*This event is organized and run by the Smithfield & Isle of Wight Tourism Dept.
757.357.5182*

Please print clearly

Business Name _____ Year Business was established _____

Contact Name(s) _____

Mailing Address _____

City/Town _____ State _____ Zip _____

Business Phone _____ Cell/Alternate Phone _____


Email Address _____

Website _____ Facebook _____

Please select one Returning Vendor New Vendor **Were you in the 2022 Mistletoe Market?** Yes No

Product Description - If you are a new vendor, we require samples and/or photos, or a website/Facebook where we can view your products. We will examine your application to determine if we can offer you a space in the event.
If we are unable to offer you a space, we will return your fee to you. Please note: We do not accept commercial vendors.

Special Notes - Please list any other pertinent information that may be helpful in reviewing your application.

Registration Info	Deadline	Space	Fee
Early Bird Registration 	If we receive by Aug. 31	10 x 10	\$125
Regular Registration	September 1 until full	10 x 10	\$150
Additional space (same vendor)		10 x 10	\$75
TOTAL ENCLOSED (make check or money order payable to Isle of Wight County)			

To be processed: Please complete both sides & return with fee payable to Isle of Wight County

mail or deliver to: Smithfield & Isle of Wight Tourism, ATTN: Connie, 319 Main Street, Smithfield, VA 23430

CAREFULLY REVIEW THE POLICIES BELOW BEFORE SIGNING and make a copy to keep for your information.

LIABILITY WAIVER - I agree to hold harmless; Isle of Wight County, the Town of Smithfield, Smithfield Foods, Bank of Southside VA, and Isle of Wight-Smithfield Tourism and employees from all liability or responsibility whatsoever for personal injury, property damage, or wrongful death, however caused, including but not limited to, negligence of above parties, whether passive or active, that results from my activities at the event.

SUPPLIES - I understand I am responsible for providing my supplies (battery or solar lights, tent, tables, chair, hot spot etc.)

LIGHTING - I understand that **electricity is not available and tiki torches, open flames, or personal generators are not permitted**. I understand I must provide battery or solar lights for my booth.

ELIGIBILITY - Participation is open to handcrafted, handmade or unique products. Our goal is to create a shopping experience with items that cannot be found in stores. Vendors are juried, participation will be based on unique aspects of your product to avoid too many similar items. We do not accept commercial vendors or home based sales such as Tupperware, etc.

FOOD VENDORS - Contact the Isle of Wight Health Dept. local Health Inspector at 757.357.4177. Must have VA food permit to participate. Only whisper generators are allowed for food court.

LOCATION - the evening Mistletoe Marketplace will be held in downtown Smithfield along Main Street.

REGISTRATION FEES - are non-refundable (if not accepted or market is full, your fee will be returned). If cancelled due to extreme weather we will provide a 50% refund. To guarantee a space, payment must accompany registration.

SET UP - the event will be Sat., Nov. 18 from 3 to 8 p.m. Due to the size and scale of this event, there is no rain date. In the event of cancellation you will be notified by the email provided on your application, please print clearly. Vendor set up is from 1:00 to 3:00 p.m. Please do not attempt to set up early, the street is not officially closed to traffic until 1:00 p.m. All vehicles must be off the street by 2 p.m. Unload your merchandise at your space, park in the designated vendor lot, then return to set up so we can keep the street open for other vendors arriving. Please do not block sidewalks, driveways or businesses. Please set up by 3 p.m., do not break down before 8 p.m. and please be packed up by 9:30 p.m.

SHUTTLE - will be provided for vendors during set-up from 1 to 2 p.m. and at breakdown from 8 to 9 pm to the vendor lot.

TRASH - I understand my garbage must be removed from site and not placed in town trash or residential bins.

PROHIBITED - The following are not allowed at the event: damage to sidewalk/roads, weapons, cooking within market area (outside of food court), distribution of printed material, smoking or vaping within market parameters, foul language or music.

VENDOR PARKING - As a vendor, I understand and agree to park at the designated vendor parking lot to leave downtown parking spaces open for customers. We will provide a shuttle to and from the vendor lot and drop vendors off on Grace Street, parallel to Main Street. Please provide the information below for all participants cars at your booth.

Vehicle Make	Model	Color	Year	License Plate	State

I certify that I have read and agree to the policies as outlined.

Signature _____ **Date** _____

Complete form and mail or deliver with registration fee, (check, money order or cash) **payable to Isle of Wight County**.

Please do not mail cash. **Return form and fee to** Smithfield & IOW Tourism, Attn: Connie, 319 Main St., Smithfield, VA 23430

Visitor Center Hours are Monday thru Saturday 10 am - 5pm & Sunday 12 noon to 4 pm

For Tourism Use Recvd _____ Amt _____ Ck# _____ Confirmed w/ vendor _____
